

HAMILTON COUNTY  
BOARD OF MENTAL RETARDATION & DEVELOPMENTAL DISABILITIES

BOARD MEETING  
Tuesday, November 8, 2005

BOARD MEMBERS PRESENT:     Mr. Gregory Webb, Vice President  
   Mrs. Lynn K. Sundermann, Secretary  
   Dr. Francis Hickey  
   Mr. Robert Hall  
   Mr. Martin Miller  
   Mr. Scott Harsh

ABSENT:                             Mrs. Shelley Goering, President

Mr. Webb called the November 8, 2005 meeting to order at 5:09p.m.

**Mr. Harsh moved approval of the minutes of the October 11, 2005 Board Meeting as mailed. Mrs. Sundermann seconded the motion, and it passed unanimously.**

**SUPERINTENDENT'S REPORT – Reported by Ms. Phipps**

Ms. Phipps informed the Board that a meeting was held on November 7 with all agencies involved in the Help Me Grow process. This meeting was organized by our agency to discuss the problems families are experiencing in obtaining services for their children. Ms. Phipps reported that many ideas were shared to speed up the process. A follow-up meeting will be held after the first of the year to evaluate progress made and address any issues that are still of concern.

Ms. Phipps reported that work continues on the school consolidation project. Meetings are being held with all families and currently 46 families of Breyer students have decided to transfer their child to either Fairfax or Rost. The committee has postponed their meeting scheduled for Nov. 9 until January so that more family meetings can be held and more information will be available at the meeting.

Ms. Phipps distributed a report of positions vacated through the Early Retirement Incentive Program (ERIP), which positions were filled again, and the total anticipated savings to the agency in 2006 (\$1.6 million).

Ms. Phipps reported that representatives of the Bureau of Worker's Compensation (BWC) recently toured some of our adult centers to see the mobile sensory carts which were purchased through a BWC grant. These carts contain various pieces of sensory equipment which can be used to offer individuals an outlet if they show signs of a behavioral outburst. One of the carts was utilized with a positive outcome while the BWC staff were present. BWC staff indicated they might be willing to purchase more carts.

Ms. Phipps reported that the Individual Served Information System (ISIS) computer project is moving on schedule and that further information will be presented to them in the mini-inservice.

Ms. Phipps updated the Board on the new building acquisition process. We have received the appraisal on our Northside property (\$780,000) but are still waiting on the appraisal of the Madison Road property.

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Ms. Phipps informed the Board that a copy of the 2006-2010 Strategic Plan was in their packet for first review. One of the stipulations made by the Tax Levy Review Committee was that we add dollar figures to the strategic plan, and this has been done. Approval of the Strategic Plan will be on the December Board agenda.

### **FINANCIAL REPORT – Reported by Mr. McKee**

Mr. McKee reviewed the financial report for the month of October 2005.

Mr. McKee informed the Board that revenues are approximately \$1 million under plan, primarily due to the cessation of the CAFS program in July and the decision to bill the local school districts for their portion of the costs of serving their students at the end of the school year as opposed to monthly. Billing for the Day Habilitation program (which was created to partially replace the CAFS program) will begin as soon as the computer-billing program is finalized. Mr. McKee further stated that expenses are approximately \$1 million under plan.

Approval was requested for actual operating expenses of \$5,621,506.16 for the month of October 2005 with cumulative totals amounting to \$75,413,737.35 as confirmed by the Hamilton County Cash Disbursement Journal. **Mrs. Sundermann moved that the Board approve the actual operating expenses for the month of October 2005. Mr. Hall seconded the motion and it passed unanimously.**

Approval was requested for estimated operating expenses of \$7,522,309.00± for the month of November 2005, subject to final approval by the Board upon confirmation by the Hamilton County Cash Disbursement Journal. **Mr. Hall moved that the Board approve the tentative operating expenses for the month of November 2005. Mr. Harsh seconded the motion and it passed unanimously.**

Approval was requested for estimated operating expenses of \$7,522,309.00± for the month of December 2005, subject to final approval by the Board upon confirmation by the Hamilton County Cash Disbursement Journal. **Mr. Harsh moved that the Board approve the tentative operating expenses for the month of December 2005. Mr. Miller seconded the motion and it passed unanimously.**

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

Beth Luensman, Administrative Assistant, presented a summary of the actions of the Ethics Council to the Board. Ms. Luensman reported that the Council has received and approved two requests from current Board staff.

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1. Alisa Murph, Service Facilitator, is asking for approval for Tonya Godbold, a Transportation Specialist in the Community Services Department, to provide in-home supported living services to Regina Berry, a 36 year old individual receiving services from our agency. Ms. Berry is the parent of two children with unique medical and academic needs. Ms. Godbold will assist Ms. Berry in establishing a routine; learning about the nutritional needs of her children; planning, shopping for and preparing nutritious meals; and time management. Ms. Murph is requesting approval for 20 hours of assistance per month for 4 months, with the option of extending it for additional months of necessary. The cost of these services will be \$1280.00.

2. Marcelle Rutherford, a staff member at Rost School, is requesting approval of her outside employment with Ohio Valley Residential Services (OVRs). Ms. Rutherford worked at OVRs prior to accepting employment with HCBMR/DD. As part of her OVRs employment, Ms. Rutherford provides independent living assistance to four individuals, none of whom attend Rost School.

**Dr. Hickey moved for Board ratification of the actions of the Ethics Council as presented. Mrs. Sundermann seconded the motion and it passed unanimously.**

A two-year management contract for Alva Means, Supervisor, Community Relations Department, 12/19/05 – 12/18/07, was recommended for Board approval. **Mr. Hall moved approval of the two-year management contract for Alva Means as presented. Mr. Miller seconded the motion and it passed unanimously.**

Ms. Phipps presented the 2006 Board Meeting Schedule for review. Ms. Phipps requested that Board members notify Beth Luensman, Administrative Assistant, of any revision requests.

Mr. Rench presented a revised Service and Support Administration Policy to the Board for first review. This policy reflects recent changes in the rule surrounding provision of case management services. Board approval will be requested at the December meeting.

Ms. Phipps presented a Resolution of Corporate Compliance to the Board for approval. Ms. Phipps stated that this resolution merely puts into policy what we are currently doing, naming Craig Landers, Director of Business Services, as the Corporate Compliance Officer. **Dr. Hickey moved approval of the Resolution of Corporate Compliance as presented. Mr. Harsh seconded the motion and it passed unanimously.**

## **HEARING THE PUBLIC**

None

**BOARD IN-SERVICE**

Roger McMahon, Director of Information Systems and members of the Individual Served Information System (ISIS) team presented an informative update on the progress made developing this new database program.

**ADJOURNMENT**

Finding no further business, Mr. Webb declared the November meeting adjourned at 6:04 p.m.

Respectfully,

Mrs. Shelley Goering  
President

Mrs. Lynn Sundermann  
Secretary